

ARTICLE EIGHT BOARDS AND AGENCIES

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ARTICLE EIGHT

BOARDS AND AGENCIES

8.00.00 *GENERALLY*

The following boards and agencies are created to administer the provisions of this Code under the authority prescribed by this Code and Florida law.

8.01.00 *PLANNING OFFICE*

8.01.01 *Creation*

There is hereby created a Jefferson County Planning Department Office. The Office shall perform all administrative functions of Jefferson County relating to the administration of this Code.

8.01.02 *Planning Official*

- A. *Establishment of Position and Term of Office.*** There is hereby established the position of Planning Official who shall be appointed by the Board of County Commissioners of Jefferson County.
- B. *Expertise.*** The Planning Official shall have expertise in Florida Growth Management and zoning laws, environmental design and in administrative decision making.
- C. *Duties.*** The duties of the Planning Official are the following:
1. To interpret the Land Development Code, including all codes, state and federal laws and regulations referred to in this Code;
 2. To make decisions and recommendations as required by this Code;
 3. To prepare forms and guidelines which interpret this Code; and
 4. To carry out other duties stated or implied by this Code.

8.01.03 Participation of Additional Municipalities

Section 8.01.00 and the name of the Planning Department may be amended upon the request of another incorporated municipality or municipalities located within Jefferson County which seeks to participate in the funding and share in the services of the Land Development Office.

8.01.04 Coordination with Other Jurisdictions

The Planning Official shall frequently exchange up-to-date information about Jefferson County, policy statements, and codes with federal and state agencies as well as adjacent local governments. The Development Administrator may inform applicants and interested parties about development requirements of other agencies, so that such agencies may inform persons about this Code, and so that the policies of agencies concerned with land conservation and development in Jefferson County may be determined and administered with maximum feasible consistency and mutual reinforcement.

8.01.05 Planning Official May Act as Agent

The Planning Official is authorized to act as agent for another local, State or Federal agency in issuing permits for such agency, subject to the delegation of such authority to the Planning Official by such an agency or agencies.

8.01.06 Duty to be Accessible to Public

The Planning Official shall communicate and meet with any applicant for a permit or amendment to the Code or any interested party or other person in regards to an application, the code regulations, procedure, or other matter relevant to the Development Code or the Jefferson County Comprehensive Plan, at a mutually convenient time following a request by such a party or person.

8.01.07 Record Keeping

The Planning Official shall gather, record and retain the following information:

- A.** A log or brief notes of all communications, workshops or meetings.
- B.** Reasons for every decision or recommendation which he or she renders in writing.

- C. A record of all decisions or recommendations made by the Planning Official, Planning Commission or the Board of County Commissioners.
- D. A copy of each development or use permit which has been issued, filed by description of lots or parcels, or activities thereon which have been the subject of permits.
- E. The current Comprehensive Plan and Development Code arranged in an orderly manner.
- F. An annual report, describing and aggregating all applications for a permit, proposed revisions of the Development Code, proposed amendments to the Jefferson County Comprehensive Plan, and the disposition of each before the Planning Official, Planning Commission and the Board of County Commissioners for the previous year.

8.01.08 Public Access to Records

The Planning Official shall maintain all the information described in Section 8.01.07 on file and available for inspection by the public. A copy of any such material shall be available at cost to any person requesting it. Persons requesting information must allow time for the material to be assembled.

8.02.00 *PLANNING COMMISSION*

8.02.01 Purpose

In order to safeguard the life, health, property and public welfare of its citizens, a County Planning Commission will be established and maintained. The further purpose of the Jefferson County Planning Commission is to plan for future development and to prepare, adopt and amend comprehensive plans to guide future development and to recommend to the Board of County Commissioners the needs and plans for subdivision regulations, land use regulations and such other areas as to promote the general well being of the citizens of the County.

8.02.02 Establishment

The Board of County Commissioners of Jefferson County hereby establishes the Jefferson County Planning Commission to be governed by the provisions of Chapter 163, in particular Section .160 through .315, of Florida Statutes as well as the provisions set forth in this Section.

8.02.03 Membership

The Jefferson County Planning Commission shall consist of ten (10) members who shall be residents of Jefferson County, Florida appointed by the Board of County Commissioners of Jefferson County, Florida. Each member of the Board of County Commissioners of Jefferson County shall designate two members from their respective District to the Jefferson County Planning Commission.

8.02.04 Terms of Members

- A. *Generally.*** The terms of members of the Jefferson County Planning Commission shall be two (2) years. Each Planning Commissioner may be reappointed at the end of each term.
- B. *Vacancy.*** Any vacancy in membership shall be filled for the unexpired term of the vacancy by the Board of County Commissioners of Jefferson County pursuant to the same procedure followed in the appointment of the previous member.
- C. *Removal of Member.*** The Board of County Commissioners of Jefferson County shall have the authority to remove any member of the Jefferson County Planning Commission for cause, on written charges, after a public hearing.
- D. *Compensation.*** All members shall serve without compensation but may be reimbursed for actual expenses incurred in connection with their official duties.

8.02.05 Organization, Rules, Staff and Finances

- A. *Election of Chairman.*** The Jefferson County Planning Commission shall elect a chairman and vice-chairman from the members recommended for appointment by the Board of County Commissioners of Jefferson County. The terms of the chairman and vice-chairman shall each be one year. The chairman and vice-chairman shall not serve consecutive terms, exceeding two (2) years.
- B. *Appointment of Secretary.*** The Jefferson County Planning Commission shall appoint a secretary who may be an officer or employee of the County.
- C. *Rules of Procedure.*** The Jefferson County Planning Commission shall make its own rules of procedure and determine its time of Meeting; provided that its rules of procedure and schedule of meetings shall be provided to the Board of County Commissioners of Jefferson County.

- D. Meetings.** All meetings of the Jefferson County Planning Commission shall be open to the public and all records of the Planning Commission shall be public records.
- E. Staffing.** The Jefferson County Planning Commission shall recommend to the Board of County Commissioners the appointment of any and all employees and staff deemed necessary by the Planning Commission for its work as well as any contracts or agreements with the State, other governmental or private planners or consultants for such services as may be deemed necessary by the Planning Commission.
- F. Budget.** The Jefferson County Planning Commission shall annually submit a proposed budget for expenditures of the Planning Commission in accordance with the rules and procedures of the Board of County Commissioners of Jefferson County. This budget will be prepared by the Planning Official.

8.02.06 Functions, Powers and Duties

The Jefferson County Planning Commission shall have the following functions, powers, duties, and responsibilities as set forth in Chapter 163, of Florida Statutes:

- A.** Acquire and maintain such information and materials as are necessary to an understanding of past trends, present conditions, and forces at work to cause changes in these conditions. Such information and material must include maps and photographs of man-made and natural physical features of the area concerned. Statistics on past trends and present conditions with respect to population, property values, economic base, land use, and such other information as is important or likely to be important in determining the amount, direction and kind of development to be expected in the area and its various parts.
- B.** Prepare or cause to be prepared a comprehensive plan for Jefferson County. Adopt and, from time to time, amend and revise said plan for meeting present requirements and such future requirements as may be foreseen.
- C.** Prepare and recommend the adoption of a land development code and subsequent amendments thereto and administer the code as needed.
- D.** Review and make recommendations on development orders and development permit applications to the Board of County Commissioners of Jefferson County.
- E.** Approve location selection and site planning for public housing renewal projects, community facilities and utilities and other appropriate projects as assigned by the Board of County Commissioners of Jefferson County.
- F.** Prepare and recommend adoption of latest official transportation map of the County.

- G.** Establish principles and policies for guiding action in the development of the area.
- H.** Conduct such public hearings as may be required to gather information necessary for the drafting, establishment and maintenance of the comprehensive plan and such additional public hearings as are required by Florida Statutes.
- I.** Make or cause to be made any necessary special studies on the location, condition and adequacy of facilities or functions administered by the Board of County Commissioners of Jefferson County.
- J.** Perform any other duties which lawfully may be assigned by the Board of County Commissioners of Jefferson County on its activities and progress, including functioning as the Code Enforcement Board until said Code Enforcement Board is designated otherwise by the Board of County Commissioners.
- K.** Take appeals from or recommendations by the Planning Official arising from a development proposal within the geographical area of Jefferson County to which that Planning Commission has been assigned by the Board of County Commissioners.